

12 MAR 1985

MEMORANDUM FOR: Deputy Director for Administration

VIA: Special Support Assistant/DDA
Deputy Director for Operations

FROM: Duane R. Clarridge
Chief, European Division

SUBJECT: Request for Approval for European Division to
Utilize the 4C-11 Vending Machine Room as a
Dedicated Wang Computer Equipment Room (CER)

REFERENCES: A. OL Memo, Same Subject, dtd 7 Feb 1985
B. OGC Memo, Same Subject, dated 18 Jan. 1985
C. EUR Division Memo, Same Subject

1. In accordance with referenced correspondence, European Division has again reviewed subject matter and all of the pertinent correspondence (attached) concerning the use of the 4 C corridor vending room space for a CER. It is our strong belief, not only from a standpoint of EUR employee morale, but for employee effectiveness, it is essential that all, if not part of the vending room space be utilized for a consolidated EUR Division CER.

2. Since our previous correspondence, EUR Division has been requested to assume additional responsibilities in the [redacted] field as well as responsibility for a function to be soon transferred from CPN. These new functions will include four to six additional employees. Without the prospect of any additional space, we will be faced with the possibility of not being able to provide minimum or adequate space for these employees. The use of the vending room space in the 4 C corridor would easily solve this serious problem and it would also have an immediate positive impact on Division employee morale and effectiveness. It is our judgment the 4 C vending room is extremely under utilized and cost ineffective and could be better utilized in solving a serious space situation at no other component's expenses. It is our opinion that the costs associated with the request will be far outweighed by the opportunity to gain additional needed space which would greatly enhance and improve Division working


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conditions. Furthermore, relocating all CPU's to the 4 C space will eliminate the inherent noise problem associated with this operation within office areas and provide additional work space. It will also enable the Division to upgrade our word processing to the Alliance System..

3. It is requested that you approve EUR Division's conversion and utilization of the 4 C 11 Vending Machine Room as a dedicated Wang CER.

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Duane R. Clarridge *Δ*


Attachments:
As stated

CONCUR:

Deputy Director for Operations

Date

25X1



25 MAR 1985

Special Support Assistant/DDA

Date

* APPROVED:

Harry E. Fitzwater

Deputy Director for Administration

25 MAR 1985

Date

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* As discussed with C/HOME/OK on 25 March 85

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25X1 DDO/EUR [] (12 March 1985)

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